King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual
	Chapter 1 **Administration & Personnel Management**

1.01.011 - Facility Tours		Approved By:	Director Allen Nance
		Effective Date:	September 24, 2025
		Reviewed By:	PRC,
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Purpose
To outline procedures for providing supervised tours within the secure perimeter of Department facilities.

Policy
It is the policy of this Department to afford interested professional parties supervised access to its secured facilities. The Department endeavors to promote education and public information while maintaining safety, security and the dignity of residents and detained youths.

References

Federal	Prison Rape Elimination Act (PREA)
Department Forms	Media Access Request (F-585)
	Criminal History Reference Check (CHRC) (F-613) including PREA Attachment (F-758)
	Background Investigation Questionnaire (BIQ; F-639)
Department Policies	1.09.007 - Electronic Communication Devices
	4.01.008 - Identification for Access to Department Facilities
	7.06.004 - Visiting
	13.2 - Detainee Visits - Visitation Room

Definitions
Professional tour: A supervised visit within the secure perimeter of a department facility for members of a law enforcement agency, current public elected officials, or others with a specific business reason for touring a facility.

A. General Guidelines

1. The Department reserves the right to refuse admittance to its facilities to any person.
2. All visitors inside the secure perimeter, must be at least eighteen (18) years of age.
3. Professional tour requestors must submit a list of participants at least seven (7) days in advance of the tour. The list must include:
   a) Full name of every visitor.
   b) Date of birth of every visitor.
   c) Social security number of every visitor, if one has been issued.
   d) A contact name and telephone number of a group representative.
   e) Date and time that the group requests for the tour to occur.

4. All visitors are required to have one piece of valid identification, which includes: (refer also to Department policy 4.01.008 - Identification for Access to Department Facilities)
   a) Government-issued driver's license or ID card with picture.
   b) Passport.
   c) Military ID.
   d) Law Enforcement Commission Card.
   e) Any valid pictured United States Government document or identification card that includes the subjects date of birth and has an expiration date.
5. All visitors are required to comply with the visitor's dress code, refer to Adult Division policy 7.06.004 - Visiting or Juvenile Division policy 13.2 - Detainee Visits - Visitation Room .
6. Professional tour groups may visit special custody units at the discretion of the Shift Commander (Adult Divisions), Chief of Security/Operations (Juvenile Division) or higher authority.
7. Tour groups shall be no larger than ten (10) members to one department representative.
8. Visitors shall complete a Criminal History Reference Check (CHRC) (F-613) including the PREA Attachment (F-758), and be checked for warrants, prior to entry authorization.
   a. The following visitors are exempt from this CHRC requirement: King County Executive and Deputy Executive and the Executive's Senior Leadership Team (e.g. Budget Director, County Administrative Officer, Chief People Officer, Chief Performance Officer, Communications Director, and General Counsel), King County Council Members, King County Judges or any other elected officials authorized and exempted by the Facility Commanders, Division Directors or their designees.
9. Visitors on probation, parole, or who have had a criminal conviction or court ordered obligations within the past two years, shall not be allowed to participate in a tour, unless the visit has been authorized by the Department Director or designee (traffic-related misdemeanor citations are excluded from this requirement).
10. Exceptions to these provisions can be granted, on a case-by-case basis, by the Deputy Director, Facility Commanders or Division Directors and their designees.
11. Tour groups may be asked to leave any area at any time by any department staff member for safety or security reasons.
12. Tours should not be scheduled during resident or detained youth mealtimes or during court pick-up times.
13. Tours shall be conducted by the Division Director/Facility Commander or their designee.
14. For the purposes of orienting program volunteers, the Program Coordinator may conduct tours with the approval of the Division Major (Adult Divisions) or Deputy Division Director (Juvenile Division).
15. Tours requested by other sections (such as Jail Health Services, AFIS, etc.), must be submitted to the Division Major/ Deputy Division Director for review and scheduling. Upon approval, these sections may lead their own tour groups.
16. Electronic devices capable of any type of recording or photographing shall not be taken on tours unless specifically authorized by the Division Major/Division Deputy Director or higher authority, following policy 1.09.007 - Electronic Communication Devices.

17. A consent form shall be signed by a resident before he or she is photographed. Detained youths may not be photographed.
18. Photo/video recording is prohibited, unless specifically approved by the Division Major/Division Deputy Director or their designees.
19. All outside agencies (including media) tour requests will be forwarded to the Division Major/Division Deputy Director and/or the Public Information Officer (PIO).

B. Procedure

1. The Program Coordinator shall:
   a) Inform the Division Major, Shift Commander's office, or Division Deputy Director, and other interested staff of the date, time, and purpose of any tours being led by the Programs Office.
   b) Provide a list of those in the tour group to the staff listed above.
2. The Division Major/Division Deputy Director shall:
   a) Be responsible for approving or disapproving each tour request.
   b) Designate a staff member to process those on the tour list for a warrant check and a criminal history review.
   c) Retain documents related to complete and/or requested tours for at least one year. Sensitive documents (containing DOBs, SSNs, etc.) shall be shredded/destroyed when no longer retained.
   d) Lead the tour themselves or appoint another staff member to lead the tour.
   e) Forward a copy of the reviewed tour list to the staff member conducting the tour.
   f) Contact the group representative if any conflicts arise.
   g) Distribute tour notices (either hard copy or via email to):
      1) Facility Commander/Division Director. (Facility-specific.)
      2) Shift Commander's Office/Chief of Security/Operations. (Facility-specific.)
      3) ITR Sergeant's or ARV Supervisor's Office. (Facility-specific.)
      4) KCCF Shift Prep Room/RJC East Sergeant's Office. (Facility-specific.)
      5) KCCF Check-In/RJC Central Control. (Facility-specific.)
3. Staff members performing background checks shall:
   a) Perform a warrant check and criminal history review of each tour member listed.
   b) Clearly mark those members who were refused entrance and why on the tour list.
   c) Return the list of tour group members, with any comments noted, to the Division Major/Division Deputy Director.
4. Staff members conducting tours shall:
   a) Obtain the reviewed tour list.
   b) Review with the visitors those items that the department considers contraband.
   c) Have the visitors store all contraband items outside the secure perimeter of the facility.
   d) Identify the tour members by comparing identification and the tour list.
   e) Exchange a visitor's ID for each member's personal identification.
   f) Maintain a running headcount of the tour group.
   g) Contact the Division Major/Shift Commander or Division Deputy Director if any issues arise.

C. Media Tours

1. Requests for tours by members of the media shall be forwarded to the Director's Office.
2. Still/video cameras may be permitted if approved by the Facility

Commander/Division Director or higher authority.

3. Detained youths may not be photographed or videoed, and residents may not be photographed or videoed against their will. If a resident wishes to participate in any photography or being videoed, a Media Access Request (F-585) must be completed beforehand.

D. Professional Tours

1. Staff members of other law enforcement agencies must have valid agency identification to request a tour.
2. The Shift Commander/Chief of Security/Operations shall authorize or deny the tour.
3. Civilian staff of law enforcement agencies shall follow the same guidelines as general professionals when requesting tours, unless otherwise approved by the Shift Commander or Chief of Security/Operations.